

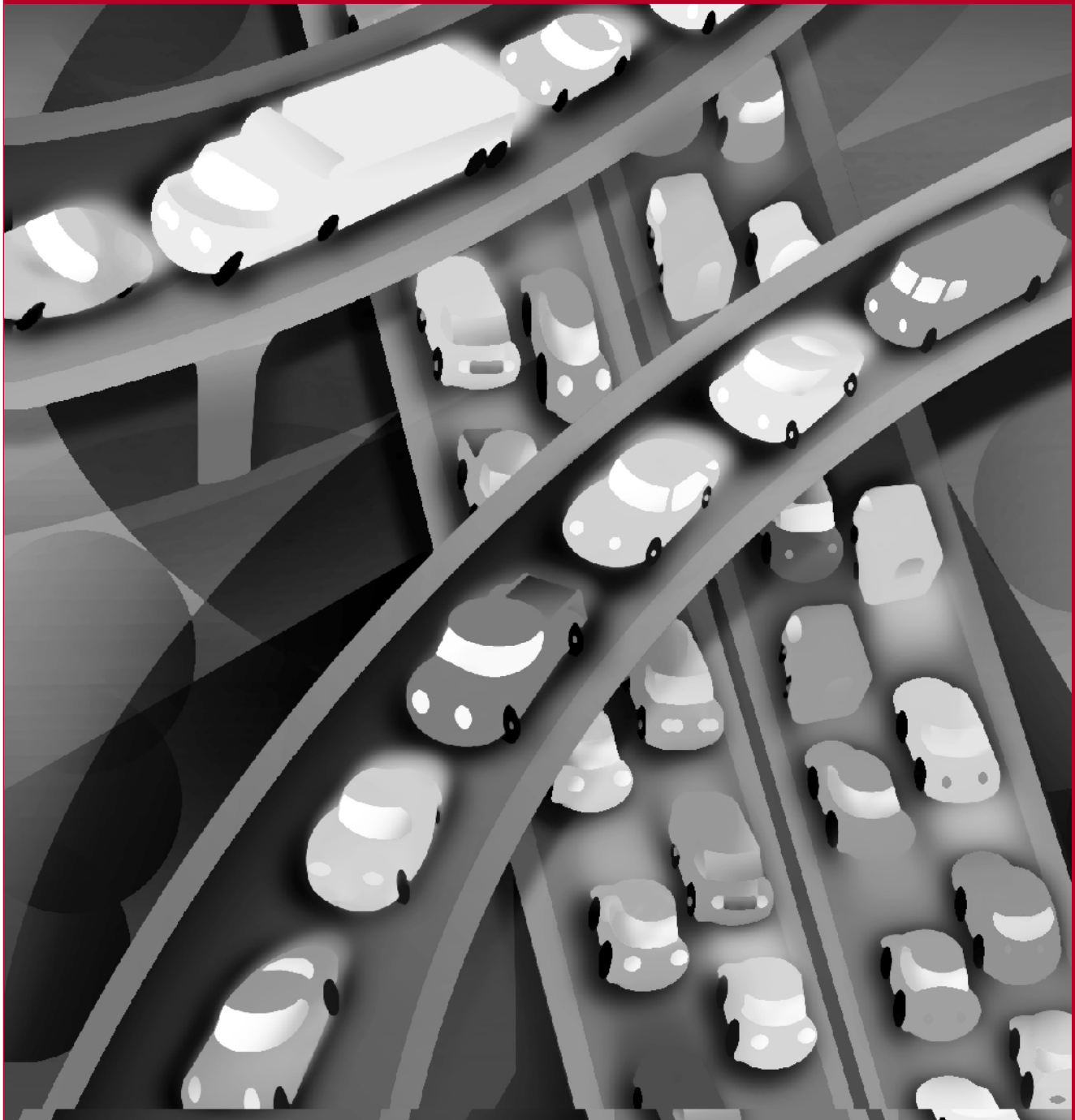
**Driver Education for Utah High Schools**

Organization,  
Administration,  
and Standards

# DRIVER ED

**REVISED 2004**

Utah State Office of Education



Utah Driver and Traffic Safety Education Association



# **DRIVER EDUCATION FOR UTAH HIGH SCHOOLS**

## **Organization, Administration, and Standards**



Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

Patti Harrington, Ed.D.  
State Superintendent of Public Instruction

Ray Timothy, Ph.D.  
Associate Superintendent of  
Law, Legislation, and Educational Services

Joan D. Patterson, M.A.  
Educator Licensing Coordinator

Salt Lake City, Utah  
Revised August 2004



## UTAH STATE BOARD OF EDUCATION

250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

### **District 1**

Teresa L. Theurer  
66 Canterbury Circle  
Logan, UT 84321  
Phone: (435) 753-0740

### **District 2**

Greg W. Haws  
5841 West 4600 South  
Hooper, UT 84315  
Phone: (801) 985-7980

### **District 3**

Edward Dalton  
1323 Bryan Road  
Erda, UT 84074  
Phone: (435) 882-4498

### **District 4**

Joyce W. Richards  
930 East 5000 South  
Ogden, UT 84403  
Phone: (801) 479-5370

### **District 5**

Kim R. Burningham  
932 Canyon Crest Drive  
Bountiful, UT 84010  
Phone: (801) 292-9261

### **District 6**

Tim Beagley  
3974 South 3550 West  
West Valley City, UT 84119  
Phone: (801) 969-6454

### **District 7**

John C. Pingree  
1389 Harvard Avenue  
Salt Lake City, UT 84105  
Phone: (801) 582-5635

### **District 8**

Janet A. Cannon  
5256 Holladay Blvd.  
Salt Lake City, UT 84117  
Phone: (801) 272-3516

### **District 9**

Gary C. Swensen  
1101 W Framewood Lane  
Murray UT 84123  
Phone: (801) 281-8746

### **District 10**

Laurel Brown  
5311 South Lucky Clover Lane  
Murray, UT 84123  
Phone: (801) 261-4221

### **District 11**

David L. Moss  
1964 Hawk Circle  
Sandy, UT 84092  
Phone: (801) 572-6144

### **District 12**

Mike Anderson  
455 East 200 North  
Lindon, UT 84042  
Phone: (801) 785-1212

### **District 13**

Linnea S. Barney  
1965 South Main Street  
Orem, UT 84058  
Phone: (801) 225-6919

### **District 14**

Dixie Allen  
218 West 5250 North  
Vernal, UT 84078  
Phone: (435) 789-0534

### **District 15**

Debra G. Roberts  
Box 1780  
Beaver, UT 84713  
Phone: (435) 438-5843

### **Bonnie Jean Beesley\***

1402 East Kristianna Circle  
Salt Lake City, UT 84103  
Phone: (435) 359-0295

### **Patti Harrington**

Executive Officer

### **Sara V. Sinclair\***

1340 North 1500 East  
Logan, UT 84341-2851  
Phone: (435) 754-0216

### **Twila B. Affleck**

Secretary



## FOREWORD

**America is perhaps the only nation on the earth in which the automobile is widely considered an essential.** The automobile affects nearly every aspect of our daily lives. For young Americans, few things so occupy their attention and dreams as getting a driver's license. Sadly, very few of these young Americans will escape the tragic results — loss of property, injury, or even the loss of life — due to inefficient driving skills or inattention to driving conditions. Although it is nearly impossible to predict the impact driving will have upon young people, it is a certainty that most will become drivers.

Since the automobile is such a substantial part of American life, it is imperative that vehicle operators possess the requisite skill and knowledge to drive safely. This fact was recognized as early as 1955 by the Utah State Legislature, when a law was enacted which specifically authorized the Utah State Board of Education to establish standards for driver education in the state's high schools. In subsequent years, school involvement with driver education has received legislative attention relative to raising and disbursing funds, conducting courses in high schools, administering driver education programs, testing of skills and physical abilities necessary to drive, and to the length of time necessary to participate in course instruction and practice driving.

Driver education continues to be an integral part of the general education program for Utah high schools. This handbook has been prepared so that school administrators and teachers may have ready access to information concerning the organization, administration, and standards established by law and the State Board of Education for the development and maintenance of quality driver education programs.



## ACKNOWLEDGMENTS

**The first publication** on Driver Education for Utah High Schools, which laid the foundation for the organization, administration, and standards of the program, was developed by the Utah State Board of Education in 1962 under the very capable leadership of Robert L. Leake, Specialist, Health, Physical Education, and Recreation.

The rapid growth and expansion of driver education, the emergence of innovative programs, new legislation, and the influence of the National Highway Safety Act of 1966 have brought about the need to provide current, updated standards relative to the organization and administration of Utah's Driver Education Program.

A major content revision of this publication was developed and organized during a workshop held at the Utah State Office of Education. While the many important contributions made by several agencies and individuals are greatly appreciated, special acknowledgment is accorded to members of the Utah Driver and Traffic Safety Education Association Board consisting of the following members:

---

**Debbie Anderson**  
Anderson School of Driving,  
Inc.

**Michael Bair**  
Driver Education  
Dixie High School

**Wayne Baker**  
Driver Education  
Davis School District

**Dave Beach**  
Department of Public Safety

**Wendy Bills**  
Driver Education  
Provo High School

**Steve Cramblitt**  
Driver Education  
Granite School District

**Cherie Ertel**  
Driver License Division

**Rolayne Fairclough**  
AAA Utah

**Judy Hamaker-Mann**  
Driver License Division

**Gardner Jeppsen**  
Driver Education  
Box Elder High School

**Gail Johnson**  
Driver Education Specialist  
Utah State Office of Educa-  
tion

**Mary Johnston**  
Weber School District

**Perry Madson**  
Driver Education  
Weber High School

**Tibby Milne**  
Utah PTA

**Gary Mower**  
Pedestrian and Bicycle Safety  
Coordinator  
Utah Department of Health

**Alan Silva**  
Bilingual Driving School

**Glenn Taylor**  
Driver Education  
Washington High School

**Ken Thompson**  
Driver Education  
Mountain Crest High School

**Mitch Wilcox**  
Ogden City Schools

**Cheryle Wingfield**  
Driver Education  
Union High School

**Tara Zamora**  
Driver License Division





## TABLE OF CONTENTS

STATE BOARD OF EDUCATION .....	iii
FOREWORD .....	v
ACKNOWLEDGMENTS .....	vii
RULE .....	xi
DEFINITIONS .....	1
DRIVER EDUCATION STANDARDS	
1. Basic Course Content .....	5
2. Driver Education (Classroom Instruction) .....	5
3. Driver Education (Behind-the-Wheel) .....	6
4. Qualifications for Instructors of Driver Education .....	8
ORGANIZATION AND ADMINISTRATION	
1. Supervision and Control .....	11
2. Instruction Permits .....	11
3. Practice Permits and Driving Test .....	12
4. Certificate of Completion .....	12
5. Reimbursement for Behind-the-Wheel Costs .....	12
6. The Marking of Vehicles .....	20
7. Parent-School Relationships .....	20
8. Student Records .....	26
9. Road Tests .....	27
10. Fitness of Students Before Receiving Behind-the-Wheel Instruction .....	29
11. Grade Level, Placement, and Scheduling .....	34
12. What You Must Do in Case of a Collision .....	34
13. The Use of Resource People, DVDs, Videos, Etc. ....	36
14. Vehicle Instruction .....	37
15. Summer Programs .....	37
16. Experimental Programs .....	37
17. <i>Utah Driver Handbook</i> — Utah Traffic Laws .....	37
18. Adult Driver Education .....	37



## **RULE**

**R277. Education, Administration.**

**R277-746. Driver Education Programs for Utah Schools**

**R277-746-1. Definitions**

- A. “Board” means the Utah State Board of Education.
- B. “USOE” means the Utah State Office of Education.

**R277-746-2. Authority and Purpose.**

- A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board, Section 53A-13-201(4) which directs the Board to prescribe rules for driver education classes in the public schools and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.
- B. The purpose of this rule is to specify standards and procedures for local school districts conducting automobile driver education.

**R277-746-3. Standards and Procedures.**

- A. Local school boards and school districts shall comply with DRIVER EDUCATION FOR UTAH HIGH SCHOOLS, Revised, August, 2004, as required by R277-100-5C, and available from the USOE Driver Education Specialist and at all school district offices.
- B. The Board shall act in accordance with DRIVER EDUCATION FOR UTAH HIGH SCHOOLS, Utah State Office of Education, Revised, August, 2004, to determine and evaluate standards and operating procedures for automobile driver education programs conducted by local school districts.

**KEY: driver education**

**November 2, 2004**

**Notice of Continuation March 12, 2003**

**53A-13-201(4)**

**53A-1-401(3)**

# DEFINITIONS

**Driver Education** refers to all those learning experiences provided by the school for the purpose of developing knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including a proper acceptance of personal responsibility in traffic and a true appreciation of the causes, seriousness, and consequences of traffic collisions.

**Classroom Instruction** refers to those learning experiences centered in the classroom which not only utilize effective teaching methods such as lecture, small and large group discussion, audiovisual aids, technology, etc., but also make ample use of laboratory exercises and field studies in traffic, covering such content areas as traffic citizenship, laws and regulations, characteristics of drivers, the role of government, vehicle use, and traffic problems.

**Classroom Instruction Delivery** refers to three settings in which those learning experiences may be delivered:

1. Classroom in a public, private, or parochial school.
2. Electronic high school.
3. Home study for homebound students.

**Behind-the-Wheel Instruction** refers to those learning experiences centered in a vehicle atmosphere which provides students with opportunities for learning the proper operation of a vehicle under real or simulated traffic conditions.

**Observation Time** refers to student time spent in a motor vehicle other than at the controls, and involves discussion and assessment of the driving task.

**Dual-Control Vehicles** refers to vehicles equipped with auxiliary controls which enable the instructor to assume control of the vehicle when necessary.

**Multiple-Car Driving Range** refers to a specially designed and constructed, limited access, off-street facility which permits several vehicles to be operated simultaneously under the direction and supervision of one or more instructors communicating with students by radio.

**Simulation** refers to physical equivalent practice driving devices which realistically simulate the behind-the-wheel appearance and operation of a modern vehicle. These simulators, installed in a large room or mobile trailer, are equipped with projection devices and testing equipment. Each student learns to drive by operating the unit through a number of special simulated situations, such as adverse weather conditions,

interstates, defensive driving strategies (including crash avoidance), different driving environments, etc. Each simulator is monitored by a central control panel that records each operation the driver attempts. After each simulation, the student can be made aware of the specific behaviors stressed. The student will be provided feedback on his/her performance.

**Three-Phase Program**

in driver education refers to (1) classroom instruction, (2) on-street driving instruction, and (3) parental involvement, including student driver practice permit.

**Four-Phase Program**

in driver education refers to (1) classroom instruction, (2) multiple-car driving range or driving simulator, (3) on-street driving instruction, and (4) parental involvement, including the student driver practice permit.

**Five-Phase Program**

in driver education refers to (1) classroom instruction, (2) multiple-car driving range, (3) driving simulator, (4) on-street driving instruction, and (5) parental involvement, including the student driver practice permit.

**Six-Phase Program**

in driver education refers to (1) classroom instruction, (2) multiple-car driving range, (3) driving simulator, (4) on-street driving instruction, (5) parental involvement, including the student driver practice permit, and (6) skid control training.

**Qualified Instructor**

is one who meets the certification requirements of the State Board of Education. All teachers in driver education must meet the standards listed on pages 7–8.

**Instruction Permit**

is a permit issued by the Utah State Driver License Division to students enrolled in an approved high school driver education program. The student permittee may drive on the road when in a dual-controlled vehicle accompanied in the front seat **only by a certified high school instructor** or an authorized intern (student teacher) from an approved school of higher education. In the case of an authorized intern (student teacher), the certified high school instructor shall occupy the rear seat. A maximum of three observers may occupy the rear seat.

**Practice Permit**

is issued by a driver education teacher who is certified as a driver license tester to a student who meets all of the following conditions:

1. Passes the written test given by the teacher.
2. Has been issued an instruction permit (must be fifteen years, six months of age).
3. Has completed a health screening.
4. Has a parent/legal guardian who is responsible for the completion of 40 hours of behind-the-wheel driving instruction, including 10 hours at night (6 hours with a certified driver education instructor may be counted toward the total 40 hours required).

*(The permittee may drive only when accompanied in the front seat by the student's parent, legal guardian, or adult spouse, who must be a licensed driver.)*

**Learner's Permit**

is a permit issued by the Utah State Driver License Division to a person who:

1. Has reached 16 years of age.
2. Has satisfactorily completed an approved driver education course.

3. Has passed a written and visual test.  
*(The permittee may drive only when accompanied in the front seat by a licensed driver at least 21 years of age and when there are no other occupants in the vehicle.)*

### **Graduated Licensing**

involves restrictions on driving by minors in the following areas (from the *Utah Driver Handbook*, revised 7/04):

A person younger than 17 years of age **may not** operate a motor vehicle upon any highway between the hours of 12:00 a.m. and 5:00 a.m. except for the following:

1. When accompanied by a licensed driver at least 21 years of age;
2. When driving to and from the driver's employment;
3. When driving to and from the driver's religion-sponsored or school-sponsored activity;
4. When engaged in an agricultural operation; or
5. In an emergency.

A person may not operate a motor vehicle upon any highway with any passenger who is not an immediate family member of the driver until:

1. Six months from the date the person's driver license was issued; or
2. The person reaches 18 years of age.

**Exceptions** to this rule are:

1. If accompanied by a licensed driver at least 21 years of age;
2. On assignment of a farmer or rancher and the driver is engaged in an agricultural operation;
3. With written consent of the driver's parent or guardian to drive to and from school, school-sponsored activity, or religion-sponsored activity; or
4. In an emergency.\*

\**Utah Driver Handbook*, p. 2  
(revised 07/04)





# **DRIVER EDUCATION STANDARDS**

## **1. BASIC COURSE CONTENT**

- a. All classroom and behind-the-wheel student experiences in driver education shall take place under the supervision of teachers or instructors who are certified and have met the qualifications prescribed by the State Board of Education. Instruction should include, but not be limited to, the following areas of study:
  - (1) Basic and advanced driving strategies.
  - (2) Perceptual and decision-making techniques (i.e., defensive driving).
  - (3) Psychological and physiological conditions of the driver.
  - (4) Rules of the road, state laws, and local ordinances.
  - (5) Signs, signals, highway markings, and highway design innovations which require understanding for optimum performance.
  - (6) Operation of motor vehicles on streets and highways, with emphasis on techniques that will aid the driver in avoiding crashes. This should specifically include training in handling driving emergencies, including hydroplaning, skid avoidance, and recovery.
  - (7) The characteristics of the highway transportation system (HTS) that:
    - (a) Aid the driver in crash avoidance.
    - (b) Protect the driver and passengers in crashes. (This should include thorough introduction to the purposes and nature of vehicle and highway crash design.)
    - (c) Address aggressive driving, including road rage.
  - (8) Railroad crossing safety.
  - (9) Special characteristics of urban, rural, and interstate driving.
  - (10) Preventive maintenance, with emphasis on motor vehicle systems and new technologies that are critical to safe operation.
  - (11) Sharing the road with other highway transportation systems (both users and non-users).
  - (12) Graduated licensing
  - (13) Insurance and liability.
  - (14) Distracted driving.
  - (15) Drugs and alcohol.
  - (16) Parental involvement.
- b. Courses can be enhanced through the use of audiovisual teaching aids, multimedia arrangements, computer technology, television, off-street multiple-car driving ranges, driving simulators, and skid-control devices.

## **2. DRIVER EDUCATION [CLASSROOM INSTRUCTION]**

A course of classroom instruction shall include a program of not less than 30 clock hours of instruction

by a certified instructor. Driver education instruction shall be given as a separate course or as a clearly identified unit within another course.

Driver education shall be offered to pupils enrolled in high school, or who have attained their sixteenth birthday, provided that **each pupil will not complete his/her driver education training before his/her driver education training before his/her sixteenth birthday**. Pupils shall have reached the age of 15 years 6 months before they are permitted to enroll in behind-the-wheel driving. However, school districts involved with the four- through six-phase driver education programs (range, simulation, and/or skid-control training) on a semester basis only may submit **at the beginning of the semester program** the names of all students enrolled, provided that said students will have reached the age of sixteen by the completion of the semester program.

Credit should be given for instruction in driver education as in other courses in the curriculum. When a unit in driver education is included in another course, the title of the course shall so indicate.

Classroom instruction shall not be given fewer than two hours per week and shall be completed within one school year.

Most specialists and instructors of driver education suggest that the best educational results are achieved when the classroom and the behind-the-wheel phases of the program are taught concurrently. If this is not possible, then the smaller the time lapse between classroom instruction and behind-the-wheel experience, the better the program.

It is recommended that the behind-the-wheel instruction be completed within a period not to exceed three months following completion of the classroom instruction. However, completion of the behind-the-wheel instruction shall not exceed four months following completion of the classroom instruction.

### **3. DRIVER EDUCATION [BEHIND-THE-WHEEL]**

A course of behind-the-wheel driving instruction shall include teacher demonstrations, observations, and student practice with using vehicle controls to start, shift gears, make right and left turns, stop, back, park, etc. This instruction should begin under relatively simple conditions and progress until the student has acquired reasonable skill in operating the vehicle under varying conditions in traffic. Each student should have experience in driving on urban streets and open highways. Practice driving should begin under varying conditions in which the learner will have an opportunity to develop sound driving practices, including instruction in hazardous conditions which may be present at different times of the year, such as snow and ice. Special emphasis should be given to the matter of developing desirable attitudes, so that each student indicates a sincere desire to show courteous consideration for other users of the road and other occupants of their vehicle.

A course of behind-the-wheel driving shall include a minimum of six clock hours of instruction in a dual-control vehicle under the direction and supervision of a certified instructor.

#### **However:**

Multiple-car driving ranges in a four-phase program may be substituted for not more than three of the total six hours required for behind-the-wheel instruction. Multiple-car instruction is to be programmed on a 2:1 minimum ratio, where two hours of range driving are equivalent to one hour of on-street driving instruction.

Driving simulators in a four-phase program may be substituted for not more than one of the total six hours required for behind-the-wheel instruction. Simulator instruction is to be programmed on a 4:1 minimum ratio, where four hours of driving simulation are equivalent to one hour of on-street driving instruction.

Multiple-car driving ranges and simulators in a five- or six-phase program may be substituted for not more than three of the total six hours required for behind-the-wheel instruction. There must be at least four clock hours of range instruction and four clock hours of instruction in the simulator.

Observation shall include a minimum of six clock hours under the direction of a certified instructor.

The number of periods taught per day by driver and traffic safety education teachers should be the same number as required for teachers of other subject areas.

When a teacher serves both the high school and the adult and out-of-school youth programs, care should be taken to schedule his/her instructional time so as not to impair his/her efficiency in either program. To help assure that extra teaching duties are limited to a degree commensurate with the efficiency and good health of the teacher, the following points are recommended:

- a. Extra teaching duties should be accepted voluntarily by the teacher.
- b. A teacher should accept not more than two hours per school day, or not more than ten hours per week, of extra teaching duties.
- c. The minimum teaching load during summer periods should be commensurate with the general schedule for summer teaching in the school system, but in no case more than 40 hours per week.

No instructor shall teach more than eight hours during any one driving session. This eight-hour period must be divided into two sessions with at least a 30-minute break in between. It is recommended that this break fall between the first and second four-hour sessions.

No student shall drive more than **one** hour per day or observe more than **two** hours per day. No student shall complete the behind-the-wheel instruction in fewer than three weeks. However, it is strongly recommended that no student be finished in less than four weeks.

### **Dual-Control Vehicles and Equipment**

- **Dual-Control Vehicles.** Vehicles shall be provided with approved cable or hydraulic dual-control brake system.
- **Transmission.** Students shall receive instruction in either standard-shift vehicles or in vehicles with an automatic transmission. The decision regarding the type of transmission shall be left with the local school district.
- **Maintenance.** Each vehicle used for driver education shall receive preventive maintenance and repairs in accordance with recommendations of the manufacturer, and maintenance records shall be kept.
- **Mirrors.** A dual-control vehicle shall be equipped with outside rearview mirrors for the right and left sides, and an inside rearview mirror for the exclusive use of the instructor. An eye movement mirror may be used as well.
- **Snow Tires.** Snow tires or tire chains shall be used in conformance with local police or highway patrol recommendations if instruction is given in snow or on icy road surfaces.

- **Special Safety Equipment.** One dry chemical-type fire extinguisher of at least 5 lbs. capacity and having a minimum rating of A-10BC with flexible discharge hoses, an appropriate first aid kit, and reflectors that meet Federal Motor Vehicle Safety Standard 125, all maintained in good condition, shall be carried and accessible in every vehicle used in driver education.
- **Replacement.** A dual-control vehicle shall be replaced when the vehicle cannot be maintained to meet maximum safety standards.
- **Safety Check and Use of Defective Equipment.** A complete safety check, as recommended by the manufacturer, of each dual-control vehicle used in the program shall be made at least once each semester by a competent and qualified mechanic to ensure that it maintains a safe operating condition.
- **Restricted Use of Vehicle.** A dual-control car marked for driver education shall be used only for instruction in, or for other purposes directly related to, driver education.
- **Collision Report Forms.** A collision report form (check with your school district) shall be available at all times and shall be completed by the instructor without delay following any collision, regardless of damage or injury, and filed with the principal of the school.

#### 4. QUALIFICATIONS FOR INSTRUCTORS OF DRIVER EDUCATION

A teacher of driver education shall be approved when he/she has all of the following:

- A valid teaching license with a secondary area of concentration. A valid teaching license with a special education area of concentration will allow special education teachers to teach driver education to special education students only. The endorsement will attach to both secondary and special education areas of concentration.
- A valid Utah automobile operator's license.
- A Utah Driver and Traffic Safety Education endorsement.
- A satisfactory driving record, which will be interpreted to consist of the following:
  - a. Beginning teachers should have a valid driver license, without a conviction for a moving violation or chargeable collision on record for which a driver license is suspended or revoked for the two-year period immediately prior to employment.
  - b. Conviction for a moving violation or chargeable collision for which a driver license is suspended or revoked should call for automatic suspension of authorization to teach.
  - c. Those whose authorization to teach has been suspended should be required to maintain a driving record free of convictions for moving violations or chargeable collisions for which a driver license is suspended or revoked for a period of two years before reinstatement.
- Specialized professional preparation consisting of the following:

**Licensing of Pre-Service Teachers.** Applicants for a certificate to teach driver education must present a teaching minor in driver education of 16 semester hours.

A minimum of 12 semester hours shall be in the area of driver and safety education, including a **practicum\*** covering classroom, on-street, simulator, and driving range instruction.

**\*Practicum (Student Teachers/Interns/Associate Teachers).** Student teachers from an authorized school of higher education may provide driver education instruction in the following situations:

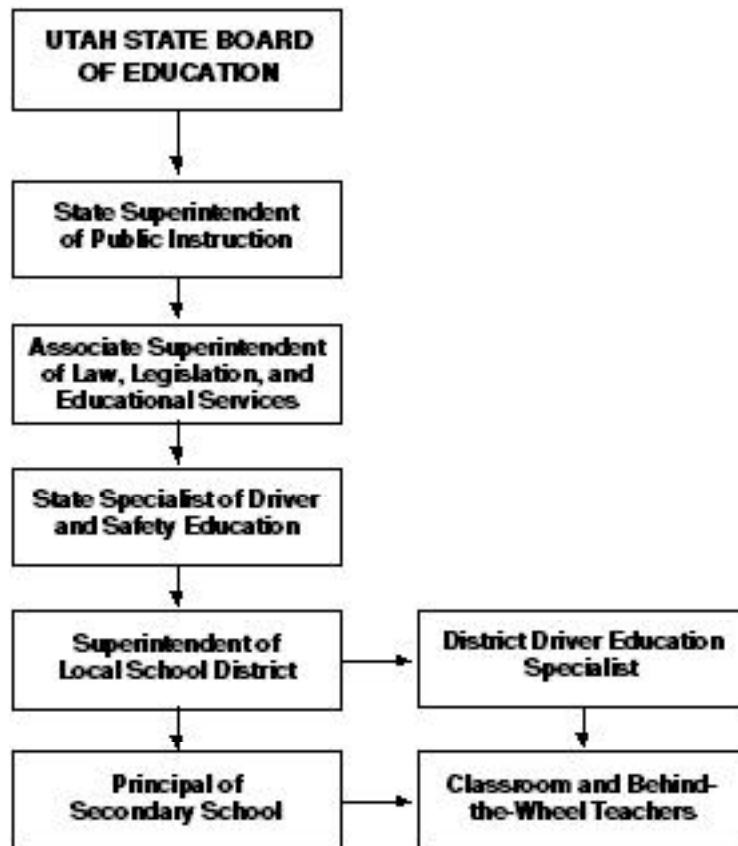
1. Classroom: Under the supervision of a certificated driver education teacher.
  2. Behind-the-Wheel: In the immediate presence of a certified driver education teacher.
- A minimum of three (3) semester hours shall be selected from areas of related safety work.  
One (1) semester hour is required to complete current first aid and CPR training.

- A valid certification from the Driver License Division to administer knowledge and driving skills tests, as further explained in 53A–13–208.



# ORGANIZATION AND ADMINISTRATION

## 1. SUPERVISION AND CONTROL



## 2. INSTRUCTION PERMITS

Requests for instruction permits for students to participate in the behind-the-wheel phase of the driver education program must originate with the driver education instructor of a secondary school. The principal of the school should be notified of this procedure. Following the checking of program standards, ages of applicants, etc., the forms are either submitted electronically or forwarded to the Utah State Driver License Division, where special instruction permits are issued. **Instruction permits shall not be reproduced.**

Only students who are 15 years 6 months of age or older may be issued an instruction permit. Driver education instructors/supervisors should check the birth dates of all students and submit only names of students who are 15 years 6 months of age or older.

High school driver education instruction permits are valid only for use in an approved high school program and when receiving instruction by a certificated instructor. **All instruction permits shall remain in the possession of the instructor and shall be available in the vehicle in which the student is receiving behind-the-wheel instruction.**

*See the sample of an instruction permit on page 15.*

### **3. PRACTICE PERMITS AND DRIVING TEST**

Prior to taking the driving test, there are two ways in which students may practice:

- a. In the driver education car with a teacher who has an instruction permit for the student.
- b. In a private vehicle with a practice permit.

Practice permits may be obtained by the driver education supervisors or classroom/behind-the-wheel teachers from the Utah State Office of Education.

A student who passes the written test but fails the driving test given by a certified teacher may apply for a Class D operator's license and complete the driving test at the Driver License Division Office.

Students who fail the driving test must present their test results and completion slip (signifying failure of the driving test) to the Driver License Division Office to take a make-up test. The Driver License Division may issue a learner's permit for further practice. Test results noted on the completion slip are valid for one year.

*See the sample practice permit on page 16.*

### **4. CERTIFICATE OF COMPLETION**

Printed with the instruction permit is the Certificate of Completion. This certificate, signed by the teacher and in some instances the principal/supervisor, is awarded to the student only after the student:

- Has received an instruction permit in the prescribed way for the driver education class.
- Has reached the age of 16 years.
- Has satisfactorily completed a state-approved course in driver education. **A Certificate of Completion shall never be awarded to a student before he/she is 16 years of age.**
- The Certificate of Completion entitles the student to apply to the Utah State Driver License Division for a regular Utah Driver License or learner's permit.

*See the sample Certificate of Completion on page 15.*

### **5. REIMBURSEMENT FOR BEHIND-THE-WHEEL COSTS OF THE DRIVER EDUCATION PROGRAM**

All classroom costs of the driver education program shall be borne by the local school district.

All costs directly related to the behind-the-wheel phase of the driver education program may be claimed for reimbursement.



The combined behind-the-wheel teacher and vehicle costs of school district programs may be reimbursed to the maximum amount per pupil trained as approved by the Utah State Legislature. If the money available in the Driver Education Fund is insufficient to reimburse districts the full allowable amount per pupil trained, then a proportionate share of the money available will be paid.

Reimbursement is made for students who fail the driver education program if the school has fulfilled its obligation in providing a minimum course for the student. Reimbursement may be claimed twice for students who, upon completing the minimum course requirements with the failing grade, enroll in and complete the minimum course requirements the second time.

Students may be assessed a reasonable fee by the school or district for make-up sessions for failed driving skills tests. Student fee waiver amounts may be requested for reimbursement by LEAs on the state report forms; a student who qualifies under federal guidelines for a fee waiver may request a fee waiver for driver education.

Claims for reimbursement should be made on the forms shown on pages 16–19.

The following information is essential for approval of reimbursement funds to local school districts:

- a. All teachers (both classroom and behind-the-wheel) must be listed. Each must be a certificated driver education instructor.
- b. List all teacher earnings in the form of salaries or hourly wages chargeable to the behind-the-wheel instruction program only.
- c. List costs incurred in acquiring and operating the driver education vehicle (*see breakdown on form, pages 16–19*).
- d. List costs incurred in acquiring and operating the multiple-car driving ranges and simulators (*see breakdown on form, pages 16–19*).

State Office personnel will check closely with school districts to avoid errors in claims for reimbursement.

By law, reimbursement shall be made prior to September 1 each year. Reimbursement, however, cannot be made until local districts submit their claims. Claims should be filed at the close of each regular school year.

Should districts purchase cars, an equitable annual depreciation figure should be arrived at and this amount claimed each year, instead of claiming the total purchase price of the vehicle all in one year.

## UTAH STATE OFFICE OF EDUCATION – STUDENT DRIVER PRACTICE PERMIT

<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <h3 style="margin: 0;">CLASS “D”</h3> <p style="margin: 0;"><b>Vehicles Only</b></p> </div> <div style="width: 65%;"> <p style="font-size: small; margin: 0;">This permit must be in the student's possession at all times when operating a Class "D" motor vehicle, until replaced by a driver's license.</p> </div> </div>					School Providing Driver Education:					
Student's Complete Name:					Issue Date:		Expiration Date (not to exceed 60 days):			
Student's Home Address:					<p>This practice permit is issued in accordance with Sec. 53A–13–208 UCA. When completed and signed by a teacher certified as an examiner in the public schools, a student whose name appears on this permit may operate only a class "D" motor vehicle when the student's parent, legal guardian or adult spouse, who is a licensed driver occupies the seat next to the student. No other passengers are permitted in the vehicle. Under these conditions, the student is deemed to be a licensed driver.</p>					
Date of Birth		Sex	Height <small>Ft. In.</small>						Weight	Eyes
Student's Signature										
Teacher's Signature										
–Erasures, Alterations and/or Obliterations– WILL VOID THIS PERMIT										



STATE OF UTAH, DEPARTMENT OF PUBLIC SAFETY  
DRIVER LICENSE DIVISION



High School Driver Education — INSTRUCTION PERMIT — (For Driver Training Use Only)

Student Name:

(Full Legal Name of Student)

License Number:

(Driver License Division Use Only)

Date of Birth:

Original Issue Date:

School:

Duplicate Date:

The student listed above is entitled to drive a motor vehicle only under the following conditions:

1. He/She has reached the age of 15 years and 6 months and is registered in a driver education course, which meets the standards prescribed by the Utah State Board of Education.
2. He/She is operating a dual-control automobile with the instructor only, occupying the seat beside the permittee and not more than three (3) passengers, as observers, occupying the rear seat.
3. This instruction permit is available at all times in the car in which the student is receiving instruction and it shall not be given to the student until the completion of the course and in accordance with the provisions of the Certificate of Completion below.

Judy Hamaker-Mann  
Director, Driver License Division

NOTE: This is not a license to drive a motor vehicle except under the conditions stipulated above in the Instruction Permit. The Instruction Permit is valid for one year from the date of issue.

CERTIFICATE OF TRAINING AND TESTING

TRAINING

Classroom Training Completion: \_\_\_\_\_  
(Instructor/Date)

Behind-The-Wheel Training Completion: \_\_\_\_\_  
(Instructor/Date)

Observation Training Completion: \_\_\_\_\_  
(Instructor/Date)

TESTING

This is to certify that the student has completed the knowledge and/or driving skills test with the following scores.

KNOWLEDGE

DRIVING SKILLS

\_\_\_\_\_  
(Score, percent correct)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Score, percent correct)

\_\_\_\_\_  
(Date)

(Test scores are valid for one year from date of completion.)

CERTIFICATE OF COMPLETION

This is to certify that the student has satisfactorily completed the required course in Automobile Driver Education as approved by the Utah State Board of Education.

School ID Number: 2102

School District: GRANITE

School Name: CYPRUS HIGH

Date of completion: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_

(Certificate of Completion does not expire.)

STUDENT CHECKLIST

Please present the following items when applying for a driver license:

- \_\_\_ Parent or legal guardian must accompany you if you are under 18.
- \_\_\_ License Fee of \$25.00, add \$7.50 for motorcycle endorsement.
- \_\_\_ If under 18 years of age, 30 hours of supervised practice driving; 10 of which must be after sunset. Parent/Guardian must certify completion.

- \_\_\_ Provide your Social Security Card or individual Tax ID Number.
- \_\_\_ Birth Certificate, the original or a certified copy. (Hospital certificates and photocopies WILL NOT be accepted.)

PROGRAM REPORT SCHOOL YEAR 2003-2004 DISTRICT: XX		TOTALS	CLASS-SIZE REDUCTION	DRIVER EDUCATION	TEXTBOOK SUPPLEMENTAL	UPASS	CHARTER SCHOOL START UP
<b>RESTRICTED STATE/FEDERAL (H)</b>		<b>SCHEDULE H</b>	<b>5201</b>	<b>5610</b>	<b>5855</b>	<b>5699</b>	<b>7625</b>
<b>REVENUES</b>	Reserved Fund Balance	0					
	Designated Fund Balance	0					
	Unreserved Fund Balance	0					
	Beginning Balance Total	0	0	0	0	0	0
<b>1000</b>	<b>Local Sources</b>						
	Property Tax & Fees-in-Lieu	0					
	Other	0					
	Local Sources Total	0	0	0	0	0	0
<b>3000</b>	<b>State Sources</b>						
Unrestricted	Unrestricted	0					
Restricted	Local Disc. Block Grant	0					
	Social Security & Retirement	0					
	Other	0					
	State Sources Total	0	0	0	0	0	0
<b>4000</b>	<b>Federal Revenue</b>						
	Unrestricted	0					
	Restricted	0					
	Federal Sources Total	0	0	0	0	0	0
<b>TOTAL REVENUES AND BEGINNING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
110	Gen. Dist. Administrative	0					
120	School Administrative	0					
130	Certificated Instructional	0					
140	Other Certificated	0					
150	Office	0					
160	Paraprofessional	0					
170	Student Transportation	0					
180	Operation & Maintenance	0					
190	Other Classified	0					
<b>TOTAL SALARIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
210	State Retirement	0					
220	Social Security	0					
230-290	Other Employee Benefits	0					
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
300	Professional & Technical	0					
400	Property Services	0					
500	Other (Except Travel)	0					
580	Travel	0					
<b>TOTAL PURCHASED SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
610	Supplies	0					
620	Energy	0					
630	Food	0					
641	Textbooks	0					
644	Library Books	0					
650-660	Periodicals, AV Materials	0					
670	Computer Supplies	0					
680	Maintenance Supplies	0					
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
710	Land & Improvements	0					
720	Buildings	0					
730	Equipment	0					
750	Media Materials	0					
780	Depreciation	0					
<b>TOTAL PROPERTY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
810-820	Dues, Fees, Judgments	0					
830	Interest	0					
840	Redemption of Principal	0					
860	Indirect Costs—Nonrestricted	0					
870	Indirect Costs—Restricted	0					
890	Miscellaneous Objects	0					
<b>TOTAL OTHER OBJECTS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SUB-TOTAL EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
900	Other Financing Uses (Sources)	0	0	0	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER USES (Sources)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SUBTOTAL (Revenues Minus Expenditures)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Less:	Deferred Revenue	0					
	Reserved Fund Balance	0					
	Designated Fund Balance	0					
	Unreserved Fund Balance	0					
<b>Carry-over Balance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Out-of-Balance		0	0	0	0	0	0

PROGRAM REPORT SCHOOL YEAR 2003–2004 DISTRICT: XX		OTHER STATE	TITLE 1 - BASIC		TITLE VI - FORMULA		TITLE 1 -
			PRIOR YEARS	CURRENT YEAR	PRIOR YEARS	CURRENT YEAR	PRIOR YEARS
<b>RESTRICTED STATE / FEDERAL (H)</b>			7511	7511	7512	7512	7517
<b>REVENUES</b>	Reserved Fund Balance						
	Designated Fund Balance						
	Unreserved Fund Balance						
	Beginning Balance Total	0	0	0	0	0	0
<b>1000</b>	<b>Local Sources</b>						
	Property Tax & Fees-in-Lieu						
	Other						
	Local Sources Total	0	0	0	0	0	0
<b>3000</b>	<b>State Sources</b>						
Unrestricted	Unrestricted						
Restricted	Local Disc. Block Grant						
	Social Security & Retirement						
	Other						
	State Sources Total	0	0	0	0	0	0
<b>4000</b>	<b>Federal Revenue</b>						
	Unrestricted						
	Restricted						
	Federal Sources Total	0	0	0	0	0	0
<b>TOTAL REVENUES AND BEGINNING BALANCE</b>		0	0	0	0	0	0
110	Gen. Dist. Administrative						
120	School Administrative						
130	Certificated Instructional						
140	Other Certificated						
150	Office						
160	Paraprofessional						
170	Student Transportation						
180	Operation & Maintenance						
190	Other Classified						
	<b>TOTAL SALARIES</b>	0	0	0	0	0	0
210	State Retirement						
220	Social Security						
230–290	Other Employee Benefits						
	<b>TOTAL EMPLOYEE BENEFITS</b>	0	0	0	0	0	0
300	Professional & Technical						
400	Property Services						
500	Other (Except Travel)						
580	Travel						
	<b>TOTAL PURCHASED SERVICES</b>	0	0	0	0	0	0
610	Supplies						
620	Energy						
630	Food						
641	Textbooks						
644	Library Books						
650–660	Periodicals, AV Materials						
670	Computer Supplies						
680	Maintenance Supplies						
	<b>TOTAL SUPPLIES AND MATERIALS</b>	0	0	0	0	0	0
710	Land & Improvements						
720	Buildings						
730	Equipment						
750	Media Materials						
780	Depreciation						
	<b>TOTAL PROPERTY</b>	0	0	0	0	0	0
810–820	Dues, Fees, Judgments						
830	Interest						
840	Redemption of Principal						
860	Indirect Costs - Nonrestricted						
870	Indirect Costs - Restricted						
890	Miscellaneous Objects						
	<b>TOTAL OTHER OBJECTS</b>	0	0	0	0	0	0
<b>SUB-TOTAL EXPENDITURES</b>		0	0	0	0	0	0
900	Other Financing Uses (Sources)	0	0	0	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER USES (Sources)</b>		0	0	0	0	0	0
<b>SUBTOTAL (Revenues Minus Expenditures)</b>		0	0	0	0	0	0
Less:	Deferred Revenue						
	Reserved Fund Balance						
	Designated Fund Balance						
	Unreserved Fund Balance						
<b>Carry-over Balance Total</b>		0	0	0	0	0	0
<b>Out-of-Balance</b>		0	0	0	0	0	0

PROGRAM REPORT SCHOOL YEAR 2003–2004 DISTRICT: XX		NEG & DEL CURRENT YEAR	TITLE 1 – MIGRANT PRIOR YEARS	TITLE VIB CURRENT YEAR	TITLE VIB CLASS-SIZE REDUCTION	DRUG- FREE SCHOOLS	MATH AND SCIENCE
<b>RESTRICTED STATE/FEDERAL (H)</b>		7517	7519	7519	7605	7601	7607
<b>REVENUES</b>	Reserved Fund Balance	-----	-----	-----	-----	-----	-----
	Designated Fund Balance	-----	-----	-----	-----	-----	-----
	Unreserved Fund Balance	-----	-----	-----	-----	-----	-----
	Beginning Balance Total	0	0	0	0	0	0
<b>1000</b>	<b>Local Sources</b>	-----	-----	-----	-----	-----	-----
	Property Tax & Fees-in-Lieu	-----	-----	-----	-----	-----	-----
	Other	-----	-----	-----	-----	-----	-----
	Local Sources Total	0	0	0	0	0	0
<b>3000</b>	<b>State Sources</b>	-----	-----	-----	-----	-----	-----
	Unrestricted	-----	-----	-----	-----	-----	-----
	Restricted	-----	-----	-----	-----	-----	-----
	Local Disc. Block Grant	-----	-----	-----	-----	-----	-----
	Social Security & Retirement	-----	-----	-----	-----	-----	-----
	Other	-----	-----	-----	-----	-----	-----
	State Sources Total	0	0	0	0	0	0
<b>4000</b>	<b>Federal Revenue</b>	-----	-----	-----	-----	-----	-----
	Unrestricted	-----	-----	-----	-----	-----	-----
	Restricted	-----	-----	-----	-----	-----	-----
	Federal Sources Total	0	0	0	0	0	0
<b>TOTAL REVENUES and BEGINNING BALANCE</b>		0	0	0	0	0	0
110	Gen. Dist. Administrative	-----	-----	-----	-----	-----	-----
120	School Administrative	-----	-----	-----	-----	-----	-----
130	Certificated Instructional	-----	-----	-----	-----	-----	-----
140	Other Certificated	-----	-----	-----	-----	-----	-----
150	Office	-----	-----	-----	-----	-----	-----
160	Paraprofessional	-----	-----	-----	-----	-----	-----
170	Student Transportation	-----	-----	-----	-----	-----	-----
180	Operation & Maintenance	-----	-----	-----	-----	-----	-----
190	Other Classified	-----	-----	-----	-----	-----	-----
<b>TOTAL SALARIES</b>		0	0	0	0	0	0
210	State Retirement	-----	-----	-----	-----	-----	-----
220	Social Security	-----	-----	-----	-----	-----	-----
230–290	Other Employee Benefits	-----	-----	-----	-----	-----	-----
<b>TOTAL EMPLOYEE BENEFITS</b>		0	0	0	0	0	0
300	Professional & Technical	-----	-----	-----	-----	-----	-----
400	Property Services	-----	-----	-----	-----	-----	-----
500	Other (Except Travel)	-----	-----	-----	-----	-----	-----
580	Travel	-----	-----	-----	-----	-----	-----
<b>TOTAL PURCHASED SERVICES</b>		0	0	0	0	0	0
610	Supplies	-----	-----	-----	-----	-----	-----
620	Energy	-----	-----	-----	-----	-----	-----
630	Food	-----	-----	-----	-----	-----	-----
641	Textbooks	-----	-----	-----	-----	-----	-----
644	Library Books	-----	-----	-----	-----	-----	-----
650–660	Periodicals, AV Materials	-----	-----	-----	-----	-----	-----
670	Computer Supplies	-----	-----	-----	-----	-----	-----
680	Maintenance Supplies	-----	-----	-----	-----	-----	-----
<b>TOTAL SUPPLIES AND MATERIALS</b>		0	0	0	0	0	0
710	Land & Improvements	-----	-----	-----	-----	-----	-----
720	Buildings	-----	-----	-----	-----	-----	-----
730	Equipment	-----	-----	-----	-----	-----	-----
750	Media Materials	-----	-----	-----	-----	-----	-----
780	Depreciation	-----	-----	-----	-----	-----	-----
<b>TOTAL PROPERTY</b>		0	0	0	0	0	0
810–820	Dues, Fees, Judgments	-----	-----	-----	-----	-----	-----
830	Interest	-----	-----	-----	-----	-----	-----
840	Redemption of Principal	-----	-----	-----	-----	-----	-----
860	Indirect Costs—Nonrestricted	-----	-----	-----	-----	-----	-----
870	Indirect Costs—Restricted	-----	-----	-----	-----	-----	-----
890	Miscellaneous Objects	-----	-----	-----	-----	-----	-----
<b>TOTAL OTHER OBJECTS</b>		0	0	0	0	0	0
<b>SUB-TOTAL EXPENDITURES</b>		0	0	0	0	0	0
900	Other Financing Uses (Sources)	-----	0	0	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER USES (Sources)</b>		0	0	0	0	0	0
<b>SUBTOTAL (Revenues Minus Expenditures)</b>		0	0	0	0	0	0
Less:	Deferred Revenue	-----	-----	-----	-----	-----	-----
	Reserved Fund Balance	-----	-----	-----	-----	-----	-----
	Designated Fund Balance	-----	-----	-----	-----	-----	-----
	Unreserved Fund Balance	-----	-----	-----	-----	-----	-----
Carry-over Balance Total		0	0	0	0	0	0
Out-of-Balance		0	0	0	0	0	0

PROGRAM REPORT SCHOOL YEAR 2003–2004 DISTRICT: XX		TITLE VII EMERGENCY IMMIGRANT	TITLE 1 HOMELESS CHILD ASST.	OTHER FEDERAL
<b>RESTRICTED STATE/FEDERAL (H)</b>		7608	7610	
<b>REVENUES</b>	Reserved Fund Balance	-----	-----	-----
	Designated Fund Balance	-----	-----	-----
	Unreserved Fund Balance	-----	-----	-----
	Beginning Balance Total	0	0	0
<b>1000</b>	<b>Local Sources</b>			
	Property Tax & Fees-in-Lieu	-----	-----	-----
	Other	-----	-----	-----
	Local Sources Total	0	0	0
<b>3000</b>	<b>State Sources</b>			
	Unrestricted	-----	-----	-----
	Restricted	-----	-----	-----
	Local Disc. Block Grant	-----	-----	-----
	Social Security & Retirement	-----	-----	-----
	Other	-----	-----	-----
	State Sources Total	0	0	
<b>4000</b>	<b>Federal Revenue</b>			
	Unrestricted	-----	-----	-----
	Restricted	-----	-----	-----
	Federal Sources Total	0	0	
<b>TOTAL REVENUES AND BEGINNING BALANCE</b>		0	0	0
110	Gen. Dist. Administrative	-----	-----	-----
120	School Administrative	-----	-----	-----
130	Certificated Instructional	-----	-----	-----
140	Other Certificated	-----	-----	-----
150	Office	-----	-----	-----
160	Paraprofessional	-----	-----	-----
170	Student Transportation	-----	-----	-----
180	Operation & Maintenance	-----	-----	-----
190	Other Classified	-----	-----	-----
<b>TOTAL SALARIES</b>		0	0	0
210	State Retirement	-----	-----	-----
220	Social Security	-----	-----	-----
230–290	Other Employee Benefits	-----	-----	-----
<b>TOTAL EMPLOYEE BENEFITS</b>		0	0	0
300	Professional & Technical	-----	-----	-----
400	Property Services	-----	-----	-----
500	Other (Except Travel)	-----	-----	-----
580	Travel	-----	-----	-----
<b>TOTAL PURCHASED SERVICES</b>		0	0	0
610	Supplies	-----	-----	-----
620	Energy	-----	-----	-----
630	Food	-----	-----	-----
641	Textbooks	-----	-----	-----
644	Library Books	-----	-----	-----
650–660	Periodicals, AV Materials	-----	-----	-----
670	Computer Supplies	-----	-----	-----
680	Maintenance Supplies	-----	-----	-----
<b>TOTAL SUPPLIES AND MATERIALS</b>		0	0	0
710	Land & Improvements	-----	-----	-----
720	Buildings	-----	-----	-----
730	Equipment	-----	-----	-----
750	Media Materials	-----	-----	-----
780	Depreciation	-----	-----	-----
<b>TOTAL PROPERTY</b>		0	0	0
810–820	Dues, Fees, Judgments	-----	-----	-----
830	Interest	-----	-----	-----
840	Redemption of Principal	-----	-----	-----
860	Indirect Costs—Nonrestricted	-----	-----	-----
870	Indirect Costs—Restricted	-----	-----	-----
890	Miscellaneous Objects	-----	-----	-----
<b>TOTAL OTHER OBJECTS</b>		0	0	0
<b>SUB-TOTAL EXPENDITURES</b>		0	0	0
900	Other Financing Uses (Sources)	-----	-----	-----
<b>TOTAL EXPENDITURES &amp; OTHER USES (Sources)</b>		0	0	0
<b>SUBTOTAL (Revenues Minus Expenditures)</b>		0	0	0
Less:	Deferred Revenue	-----	-----	-----
	Reserved Fund Balance	-----	-----	-----
	Designated Fund Balance	-----	-----	-----
	Unreserved Fund Balance	-----	-----	-----
Carry-over Balance Total		0	0	0
Out-of-Balance		0	0	0

## 6. THE MARKING OF VEHICLES

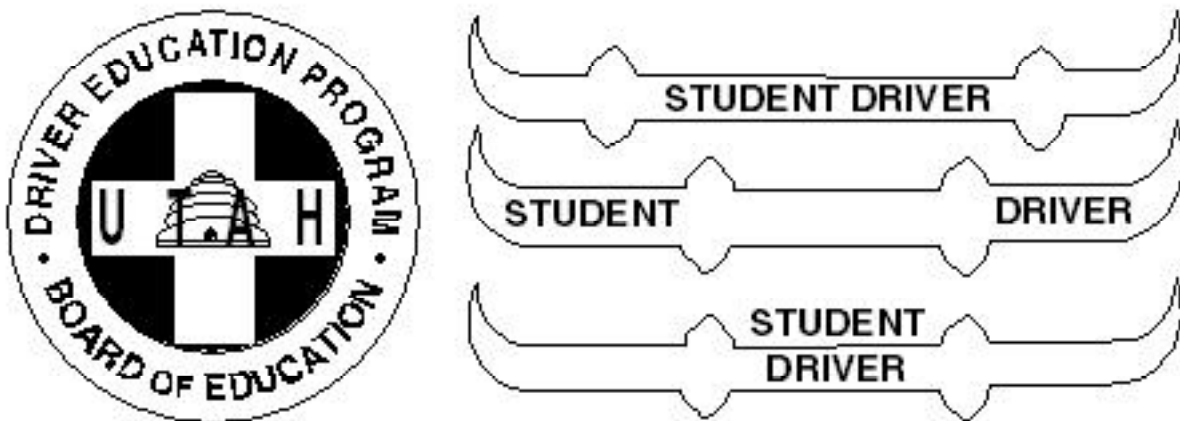
Each vehicle used in the driver education program shall be properly identified to help safeguard against collisions. A vehicle is properly identified when:

- (1) The words “Student Driver”\* are displayed on the front and rear of the vehicle. The letters shall be three inches in height.
- (2) The state decal\* is displayed on each side of the vehicle.

*Alternate:*

- (3) The words “Driver Education Program” are displayed on each side of the vehicle. The letters shall be three inches in height. In addition, it is permissible to display the name of the school district.

*\*Available from the State Office of Education. (No charge.)*



## 7. PARENT-SCHOOL RELATIONSHIPS

School authorities must have express parental permission to enroll a student in the behind-the-wheel phase of the driver education course. A signed consent form or permission slip should be in possession of the school for each student enrolled.

Each school conducting a driver education program must communicate with and provide materials to the parents of all students in the program. Below are examples of letters which will help interpret the purposes of the driver education course. The written consent form for behind-the-wheel instruction may well be a part of a letter outlining the driver education course objectives and requirements to the parents.



## SAMPLE LETTERS to Parents of Driver Education Course Enrollees

**PROVO HIGH SCHOOL** in Provo, Utah, sends a letter to parents who have students enrolled in the driver education course. The ideas presented are good and may be adapted for other schools.

Dear Parents/Guardians:

No doubt your teenager is looking forward to age 16 and the opportunity to obtain a driver's license. The teen driver must be at least 15 years 6 months to enter the driver education traffic safety class and receive a practice permit. This is NOT a course to teach your teen how to get a driver's license. However, this course will help your student build a foundation of knowledge and skill for safe and efficient driving.

As parents, partners, and teachers to our teenagers, we have a serious responsibility to provide our youth with an opportunity to learn to use the motor vehicle wisely and safely. The following information is provided to help you plan ahead for this vital instruction. In the State of Utah, driver education is required to obtain a driver license certificate. The Utah State Board of Education requires that any student under the age of 18 years or having not yet graduated from high school be required to have a minimum of 30 clock hours of classroom and 6 clock hours of behind-the-wheel instruction in driver and traffic safety education. The private or commercial schools are set up for the adults over the age of 18 and repeat offenders of traffic violations.

At Provo High School, we offer school day classes that consist of 45 days of instruction and 6 hours of driving time (behind the wheel) broken up into five phases: Simulators (4 hours), Pre-Range (45 minutes), Range (8 hours), Road (4 hours), and a Road Test (30 minutes). The State Written Exam and the State Road Exam are also given at Provo High School to enable the student and the parents to have easier access to the licensing procedure. The student will still need to go to the State Driver License Division to have his/her picture taken, have an eye test, pay license fees, and receive the license. We also have evening and summer classes scheduled in September, March, June, and July. These classes must have a minimum of 15 to carry a class and a maximum of 25 before another hour of instruction is available. A separate fee is charged for this special session of classes. The classroom portion is accelerated to 34 hours maximum, with the behind-the-wheel phases being the same in hours. All driver education students must successfully pass the classroom portion with a C grade or better. Attendance and homework assignments are necessary responsibilities of the student. We recommend that a student not be enrolled until such time as he/she will have reached the legal licensing age by the time of the course completion.

Even though Utah's statistics are much more favorable than national statistics, it is quite clear there are four significant traits common to young driver collisions:

1. Nearly half of all crashes involving 16-year-olds are *single vehicle collisions*.
2. Over 80 percent of **ALL** younger driver collisions involve *driver error*.
3. Collisions are more likely to occur on a *Friday* or *Saturday evening*.
4. Crashes involving 16-year-olds *kill more teen passengers* than those where the operator was an older teen.

(Adapted from "Allstate Teen Driver Questions & Answers," 1995, Northbrook, IL.)

### So What Can Parents Do?

Parents can make an enormous impact. With all the issues facing adolescents today, parents should establish driving guidelines that will make a significant safety difference for their teen

driver. As a minor, the teen driver must follow the driver license regulations found in the *Utah Driver Handbook* (revised 7/04) from the Driver License Division:

A person younger than 17 years of age may not operate a motor vehicle upon any highway between the hours of 12:00 a.m. and 5:00 a.m., except for the following:

1. When accompanied by a licensed driver at least 21 years of age;
2. When driving to and from the driver's employment;
3. When driving to and from the driver's religion-sponsored or school-sponsored activity;
4. When engage in an agricultural operation; or
5. In an emergency.

A person may not operate a motor vehicle upon any highway with any passenger who is not an immediate family member of the driver until:

1. Six months from the date the person's driver license was issued; or
2. The person reaches 18 years of age.

Exceptions to this rule are:

1. If accompanied by a licensed driver at least 21 years of age;
2. On assignment of a farmer or rancher and the driver is engaged in an agricultural operation;
3. With written consent of the driver's parent or guardian to drive to and from school, school-sponsored activity, or religion-sponsored activity; or
4. In an emergency.

By law, a minor under the age of 19 must wear a seat belt.

**It is recommended that parents consider the following suggestions:**

- Prepare a contract that clearly states what is expected of both the teen and parent(s).
- Limit Friday and Saturday night driving.
- Establish a "house curfew."
- Set geographic driving boundaries.
- Drive design-safe vehicles.
- Prohibit driving distractions (music/food).
- Use good judgement as a passenger.

Because the traffic crash represents the greatest potential threat to the health and well being of our young people ages 16–24, we believe that a courteous and respectful approach to driving is one of the most important concepts you can help them learn. If you have further concerns, please call Wendy Bills at 373-6550 (Provo High School).

Sincerely,

Wendy Bills, Provo High Traffic Safety Director

GOOD LUCK! REMEMBER: "Luck" is when preparation meets opportunity! Have fun with your new teenage driver...It's a lifetime of learning.

**GRANITE SCHOOL DISTRICT also sends a letter to parents who have students enrolled in the driver education course. The ideas presented are good and may be adapted for other schools.**

**Dear Parents:**

The DRIVER EDUCATION teachers in the Granite School District are asking the parents to help us in giving your student the very best education and experience possible. Through the practice permit, you, as a parent or legal guardian, can legally drive with your student during the driver education class.

**PRACTICE PERMIT:**

- ☒ Student must be at least 15 years and 6 months old, and currently enrolled in a driver education course.
- ☒ Is issued by the driver education teacher, who is a certified state examiner.
- ☒ Is good for 6 months.
- ☒ Is restricted to student driver being with a parent, legal guardian, or adult spouse who is a licensed driver occupying the seat next to the student.

**LEARNER'S PERMIT:**

- ☒ Student must be 16 years old, and must have completed driver education.
- ☒ Is issued by the State Driver License Division upon completion of driver education.
- ☒ Is good for 6 months.
- ☒ Student can drive with any 21-year-old licensed driver.

**PRACTICE PERMITS** will be issued to students on the following approximate dates:

1st semester–November 15

2nd semester–March 30

Summer–June 30

The State Law stipulates that you spend a minimum of 40 hours with your son or daughter in an “on-the-road” driving situation (6 hours of behind-the-wheel instruction with the driver education teacher may be counted toward the 40 hours).

In Utah, we are mandated by state law to give your son/daughter 30 hours of classroom instruction, 6 hours of “behind-the-wheel” instruction, and 6 hours of observation. Three of the “behind-the-wheel” instruction hours are completed on the driving range and in simulators. The other 3 hours are actual “on-road” instruction. We would like to give more “on-road” time, but the time and expense factors limit our ability to do this. This is why we are asking you to work with us and give them the added time and experience necessary to be the very best and safest driver possible.

We truly care about the safety and effective driving ability of your son or daughter. By working together, we can accomplish our goals of making your son or daughter the best and safest driver they can possibly be.

If you have any questions or input, please feel free to call your son or daughter’s driver education teachers.

When you have completed the 34 minimum hours of driving with your son or daughter, please sign this form and have them return it to their classroom teacher for proper credit.

Student's Name: \_\_\_\_\_ has spent 34 hours of driving with us.

\_\_\_\_\_  
*Parent/Guardian's Signature*

Your student will drive with us for the first half of the driver education semester, and then with you and us for the second half.

Thank you for helping us in this most important matter.

Sincerely,

Driver Education Specialist  
Granite School District

*(American Automobile Association Suggested Form)*

## **PARENTS' PERMISSION FOR DRIVER EDUCATION INSTRUCTION**

I hereby give consent for \_\_\_\_\_ to take a complete driver education course, including practice driving instruction, under the guidance of a properly endorsed teacher at \_\_\_\_\_ high school.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

**The following is a sample letter which offers ideas for a parental contact at the conclusion of the driver education course.**

\_\_\_\_\_  
(High School)

Date \_\_\_\_\_

Dear \_\_\_\_\_:

Your son/daughter has completed the Driver and Traffic Education Course.

Although he/she has acquired certain knowledge and basic skills necessary in handling a motor vehicle, this does not mean that he/she is an experienced driver. In the short time allotted to our course, we cannot expect a beginner to become an experienced driver. However, with your cooperation and guidance, we feel that he/she will become a good driver.

There are several phases of driving that need additional attention. We feel that practice in these areas can best be provided by you. However, practice driving under the direction of the parent should not occur until the student has acquired a regular practice permit.

Additional practice driving is recommended in:

- |   |  |
|---|--|
| <input type="checkbox"/> Backing the car  | <input type="checkbox"/> Overtaking and passing on the highway |
| <input type="checkbox"/> Right turns  | <input type="checkbox"/> Congested traffic driving             |
| <input type="checkbox"/> Left turns   | <input type="checkbox"/> Driving at night                      |
| <input type="checkbox"/> Parking on an upgrade and a downgrade                  | <input type="checkbox"/> Angle parking                         |
| <input type="checkbox"/> Parallel parking                                       | <input type="checkbox"/> Lane changing                         |
| <input type="checkbox"/> Driving under unfavorable conditions (ice, snow, etc.) |  |
| <input type="checkbox"/> Defensive driving                                      | <input type="checkbox"/> U-turns and turnabouts                |
| <input type="checkbox"/> Starting on an upgrade                                 | <input type="checkbox"/> Attitude                              |
| <input type="checkbox"/> Hand-over-hand or push-pull steering                   |  |

We have appreciated working with your son/daughter. If we can be of further service, please call on us.

Sincerely,

\_\_\_\_\_, Principal

\_\_\_\_\_, Teacher

## 8. STUDENT RECORDS

Individual student records should be kept. A sample form which may be used and is available from the Utah State Office of Education is reproduced on this page.

DRIVER EDUCATION RECORD CARD							
District _____ High School _____							
Name _____ Last _____ First _____ Middle _____ Sex _____ Birthdate _____							
Hours in Class _____ Hours Behind the Wheel _____ Hours Observation _____							
Satisfactory (yes or no) _____ Grade for Course _____							
Address _____ Phone Number _____							
Name of Parent or Guardian _____							
Address of Parent or Guardian _____							
FITNESS RECORD:							
1. Peripheral Vision: Left Eye _____ Right Eye _____ Total _____							
2. Depth Perception: 1st Score _____ 2nd Score _____ 3rd Score _____							
3. Visual Acuity: Left Eye _____ Right Eye _____							
(20-40 or better in both eyes, with or without glasses, required)							
4. Night Vision: _____							
5. Glare Recovery: 1st Score _____ seconds, 2nd Score _____ seconds							
6. Brake Reaction Time: First _____ Second _____ Third _____ Fourth _____							
Fifth _____ Average _____							
7. Color Vision: Normal _____ Red-Green _____ Other _____							
8. Hearing _____							
Physical or Mental Irregularities Which May Affect Driving (See Health Record)							
_____							
_____							
Classroom Instruction _____ Instructor _____ Hours _____ Grade _____							
Behind-the-Wheel Instruction _____							
Observation _____							
Final Grade _____							
Teacher Comments _____							
_____							
BEHIND THE WHEEL DRIVING TIME							
Drill	Date	Behind Wheel	Observ.	Drill	Date	Behind Wheel	Observ.
Totals				Totals			

BEHIND-THE-WHEEL ACHIEVEMENT					
Essential Learnings					
Student Achievement					
	Poor	Fair	Average	Good	Excellent
1. Introduction to Driving					
2. Moving the Car					
Forward					
Backward					
Steering					
Stopping					
3. Shifting Gears					
First to Second					
Second to Third					
Shifting Down					
Reverse					
4. Turns					
Right Turn-Slow					
Right Turn-Regular					
Left Turn-Slow					
Left Turn-Regular					
Signaling					
5. Boulevard Stops					
6. Turnabout					
7. U-Turn					
8. Hills					
Ascending Hill					
Stopping on a Hill					
Descending Hill					
Parking on Hills					
9. Parking					
Angle (90 & 45 degree)					
Parallel					
10. City Driving					
11. Highway Driving					
12. Emergency Stop					
13. Road Test					
First Score					
Second Score					
Third Score					
14. Attitude Rating by Teacher					

## 9. ROAD TESTS

Following are samples of road tests that can be used in Utah high schools.

### Provo High School Driver Education Final Road Test

Drivers Name \_\_\_\_\_ Test A B Score \_\_\_\_\_

Date \_\_\_\_\_ Examiner \_\_\_\_\_

#### **Mandatory Maneuvers (0 to 6 points)**

Backing Up		Left Turn			
Parallel Parking		Right Turn			
Angle Parking		Lane Changes			
90' Parking		Stop Signs			
Up/Down Hill Parking		Driveway Maneuver			
U-Turn		Merge Into Traffic			
Three Point Turn		Speed in Zones	res.	bus.	sch.

#### **Observational Driving Actions (0 to 2 points)**

Following Distance			Keeping Car in Lane	
Right of Way veh/ped			Alertness at Intersections	
Right Turn (Red Light)			Space When Stopped in Traffic	
Left Turn (Light or Arrow)			Checking Rearview Mirror	
Railroad Crossing			Emergency Stop/Quick Stop	

#### **Violations**

Running Stop Signs	21			Running Red/Yellow Lights	21	
Failure to Yield Ped. Veh.	21	10	5	Improper Look-Out	21	10
Right/Left Lane Turns	21	10	5	Wrong Turn Lane	21	10
Improper Lane Change	10	5		Pulling Into Oncoming Traffic	21	10
Wrong Signal	10	5		Going Onto Curb	10	5
Bumping Stationary Objects	21			Inability to Follow Directions	10	5

Comments:

My road test was explained to me, and I understand the reasons for my resulting score.

Signed \_\_\_\_\_ Classroom Grade \_\_\_\_\_ Written Exam \_\_\_\_\_

**COMMERCIAL DRIVER EDUCATION  
SKILLS TEST RESULTS (-0 to -20 = PASS)**

License No:

Driver's Name:		Date of Birth:	
Address:			
Driver Education Completion Date:		Driver Education School:	
Identification Provided:			
Medical Fitness Approved	<b>Y N</b>	Restrictions: A B C D E F G I J V	Test course used <b>1 2 3 4</b>
Score <b>Attempt 1:</b>	<b>P F</b>	Date:	Score <b>Attempt 2:</b>
Score <b>Attempt 3:</b>	<b>P F</b>	Date:	Score <b>Attempt 4:</b>
Vehicle:	Personal Insurance Verified: Yes	Start Time:	End:
Examiner's Name:		Testing Certification Number:	
Examiner's School of Employment:			

**CODES:** *B* – brake *C* – cut corner *W* – wide turn *S* – speed *SI* – signal *RS* – rolled stop  
*WL* – wrong lane *HC* – head check *G* – gap *SL* – stop line *IC* – incomplete

**MANDATORY SKILLS MANEUVERS (0 – 5 POINTS)**

Errors		Score		Errors		Score	
<b>A – BACKING</b>				<b>D – U-TURN</b>			
<b>B – PARALLEL PARKING</b>				<b>E – THREE POINT TURN</b>			
<b>C – HILL PARKING</b>	<i>U D</i>			<b>FOLLOW INSTRUCTIONS</b>			
Errors		Score		Errors		Score	
<b>F – LEFT TURN (3)</b>	<i>L</i>						
<b>G – RIGHT TURN (3)</b>	<i>R</i>						
<b>H – LANE CHANGES (3)</b>							
<b>I – STOP SIGN/LIGHT (3)</b>							
<b>J – SPEED IN ZONES</b>		Residential / 5 points			Business / 5 points		

**OBSERVATIONAL DRIVING ACTIONS (0 – 2 POINTS)**

ALERTNESS	CLUTCH	GEARS	RAILROAD CROSSING
ATTITUDE	COORDINATION	LANE POSITION	STEERING
BEING OVERTAKEN	DISTRACTION	LATE SIGNAL	UNNECESSARY STOP
BRAKING	FOLLOWING DISTANCE	POSTURE	

**VIOLATIONS / DANGEROUS ACTIONS (21 POINTS EACH)**

BACKING IN TRAFFIC	SPEED + 10 OR – 10 MPH	OBSTRUCTING TRAFFIC
CROSSING A BARRIER	SPEED – SCHOOL ZONE	RUN RAILROAD CROSS
DRIVE OFF ROADWAY	IMPROPER LANE CHANGE	RUN STOP SIGN/LIGHT
FAIL TO OBEY EXAMINER	IMPROPER LOOKOUT	TRAFFIC ACCIDENT
FAIL TO YIELD <i>V P</i>	IMPROPER PASSING	TRAFFIC SIGN/SIGNAL
GO ONTO CURB	IMPROPER SIGNAL	WRONG SIDE OF ROAD
HABIT – <i>SI, RS, HC</i>	IMPROPER TURN	WRONG LANE
HIT STATIONARY OBJC	OTHER DANGEROUS ACTION / VIOLATION OF THE LAW	

\*\*\*By participating in this testing program, the applicant acknowledges that he/she is subject to further testing if requested by the Driver License Division.

**COMMENTS:**

My road test was explained to me and I understand the reasons for my resulting score.

Driver Signature \_\_\_\_\_ \*\*\* TEST RESULTS VALID FOR ONE YEAR



## 10. FITNESS OF STUDENTS BEFORE RECEIVING BEHIND-THE-WHEEL INSTRUCTION

### Procedure:

- a. Students are screened for visual and medical problems.
  - (1) Minimal visual acuity standards are: Visual Acuity: 20/40 in better eye and stable pathology; Visual Fields: at least 90 degrees total for both eyes. **In accordance with the visual standards established by the State Driver License Division, no student shall be allowed to operate a car in the driver education instruction program whose visual acuity measures less than 20/40 for each eye, with or without glasses. Students who cannot pass this standard should have visual correction made to meet the standard before driving.**
  - (2) Students are required to answer the medical questions on the **Medical Questionnaire** (*see page 31*).
- b. Students who do not meet the minimum visual standards are given a **Certificate of Visual Examination** (*see page 32*) and advised to contact the Driver License Medical Section by telephone at (801) 288-5330 for further instructions.
- c. Students who answer “yes” to any question on the Abbreviated Health Questionnaire are given a **Functional Ability Evaluation** (*see page 33*) and advised to contact the Driver License Medical Section by telephone for further instructions.

**NOTE:** Students who answer “yes” to the second question on **I. VISUAL ACUITY**, “**Are you currently wearing corrective lenses?**”, should be advised to contact the Medical Section if they meet minimum visual standards while wearing their corrective lenses.

- d. Students who contact the Medical Section will be instructed to take the medical or vision form to their health provider, who will supply the information requested on the form.
- e. Students return the completed medical or vision statements to the Medical Section.

Mailing Address: Utah Driver License Division  
Medical Section  
P.O. Box 30560  
Salt Lake City, Utah 84130-0560

Street Address: 4501 South 2700 West (3<sup>rd</sup> Floor)  
Salt Lake City, Utah 84130-0560

- f. The Medical Section evaluates the medical and/or vision form. When a student has been determined to be medically qualified, the Medical Section forwards a duplicate instruction permit, stamped **MEDICALLY APPROVED**, to the student’s school.
- g. The student’s driver training instructor destroys the original instruction permit and replaces it with the medically approved duplicate instruction permit. If any driving restrictions are to be imposed on a student’s driving privileges, they will be fully explained in a letter accompanying the medically approved duplicate instruction permit. The driver training instructor will abide by the restrictions and not require the student to drive in situations prohibited by the restrictions.
- h. After student training has been completed, the driver training teacher issues the medically approved Certificate of Completion to the student.

- i. The student applies for a driver license at Driver License Division field office.

Schools or driver training teachers desiring to order Medical Questionnaires (DLD 292), Certificates of Visual Examination (DLD 49), or Functional Ability Evaluation (DLD 134) forms may do so by calling Norma Boynton (801-288-5360) or Jaime Perez (801-266-2970) at the Driver License SL. CDL. Office.

# UTAH DEPARTMENT OF PUBLIC SAFETY DRIVER LICENSE DIVISION

NAME \_\_\_\_\_

Date of Visual Examination: \_\_\_\_\_

Visual Condition: \_\_\_\_\_

HCP Signature: ☐ Ophthalmology ☐ Optometry ☐ Other  
☐ DLD Screening

HCP Phone #: \_\_\_\_\_  
Comments: \_\_\_\_\_

State License #: \_\_\_\_\_  
Address: \_\_\_\_\_

Recommended Restrictions: ☐ Speed ☐ Area ☐ Daylight Only

Lenses Required While Driving?: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Visual Acuity	Without Correction	With Correction	Visual Field at Least 90°. Total at least 45° to left and 45° to right of fixation.
RIGHT EYE	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO
LEFT EYE	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO
BOTH EYES	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO

If visual fields are less than 90°, are they at least 60°? ☐ YES ☐ NO Shaded areas require MAB review

Circle Profile Level: 1 2 3 4 5 6 7 8 9 10

## MEDICAL QUESTIONNAIRE

I hereby certify under penalty of law that information contained in this health questionnaire is true to the best of my knowledge.

Additional information from your physician (Functional Ability Evaluation form) may be required before licensing if you have, or if you have had, any of the following conditions in the last five years:

- ☐ Yes ☐ No **A. DIABETES:** Diabetes (high blood sugar, sugar diabetes you control with diet, medication or insulin) or hypoglycemia or other metabolic condition, etc., which may interfere with driving safety?
- ☐ Yes ☐ No **B. CARDIOVASCULAR:** Heart condition, with or without symptoms (heart attack, heart surgery, irregular rhythm, general heart disease) within the last five years; or hypertension (high blood pressure) currently, requiring medication for control?
- ☐ Yes ☐ No **C. PULMONARY:** Pulmonary (lung) condition (asthma, emphysema, passing out from coughing, etc.), shortness of breath which has required treatment? Is an inhaler the only medication prescribed for this condition? ☐ Yes ☐ No
- ☐ Yes ☐ No **D. NEUROLOGIC:** Neurological condition (stroke, head injury, cerebral palsy, multiple sclerosis, muscular dystrophy, Parkinson's Disease, etc.) which may interfere with driving safety?
- ☐ Yes ☐ No **E. EPILEPSY:** Epilepsy, seizures, other episodic conditions which include any recurrent loss of consciousness or control?
- ☐ Yes ☐ No **F. LEARNING AND MEMORY:** Learning and memory difficulties observed personally or reported to you by others?
- ☐ Yes ☐ No **G. PSYCHIATRIC:** Psychological condition (anxiety, severe depression, behavioral mood conditions, schizophrenia, etc.), for which a physician has recommended that you take medication? List medications for this condition: \_\_\_\_\_
- ☐ Yes ☐ No **H. ALCOHOL AND DRUGS:** Excessive use of alcohol and/or prescription drugs, or use of any illegal drugs; or treatment or recommendation for treatment of alcohol use or chemical dependency?
- ☐ Yes ☐ No **I. VISUAL ACUITY:** Is your vision worse than 20/40 in either eye, even with corrective lenses?  
☐ Yes ☐ No Are corrective lenses required for driving?  
☐ Yes ☐ No Do you have a degenerative or progressive eye condition?  
☐ Yes ☐ No Have you experienced a decrease in peripheral (side) vision?
- ☐ Yes ☐ No **J. MUSCULOSKELETAL/CHRONIC DEBILITIES:** Loss or paralysis of all or part of an extremity; or onset of a general debilitating illness requiring treatment? ☐ New or changed in the past five (5) years? ☐ Present longer than five (5) years?
- ☐ Yes ☐ No **K. ALERTNESS OR SLEEP DISORDERS:** Do you have a condition that produces abnormal sleepiness (sleep apnea, narcolepsy, etc.)?
- ☐ Yes ☐ No **L. HEARING AND BALANCE (ENT PROBLEMS):** Have you experienced any sudden vertigo (Meniere's Disease) or infection of the inner ear (vestibular neuronitis or labyrinthitis) which might interfere with driving ability and safety?
- ☐ Yes ☐ No **OTHER:** Other health problems or use of medications which might interfere with driving ability or safety?  
Please explain: \_\_\_\_\_

Driver Education 2004

Signature

Date

DLD 292 3101 Rev USOE

**CERTIFICATE OF VISUAL EXAMINATION**  
**TOP PORTION MUST BE COMPLETED BY APPLICANT**

- ☐ Private Vehicle Driver  
☐ Commercial Vehicle Driver

UTAH DRIVER LICENSE DIVISION

PO BOX 30560  
SLC UT 84130-0560  
PHONE NUMBER (801) 865-4437  
FAX NUMBER (801) 288-5342  
[www.driverlicense.utah.gov](http://www.driverlicense.utah.gov)

Last Name	First Name	Middle or Maiden Name	Date of Birth	Drivers License Number
Street Address		City	State	Zip Code
		Social Security Number / ITIN		

☐ Address above is different from the address showing on my Driver's License.

I authorize any physician or other health care professional to release information pertaining to my health to the Driver License Division.

Date

Signature of Applicant (Required)

**EXAMINATION REPORT**

Visual Acuity	Without Correction	With Correction	Visual Field 90° 45° to both right and left (Private Operator)	Visual Field 120° 60° to both right and left (Commercial) COLOR BLIND <input type="checkbox"/> YES <input type="checkbox"/> NO
RIGHT EYE	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
LEFT EYE	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
BOTH EYES	20/	20/	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Circle Profile Level: 1 2 3 4 5 6 7 8 9 10

Shaded areas require Medical Advisory Board review.

**LENSES REQUIRED WHILE DRIVING?** ☐ YES ☐ NO

**Restrictions:** ☐ Speed ☐ Area ☐ Daylight Only ☐ Accompanied by Licensed Driver

☐ YES ☐ NO If visual fields are less than 90°, are they at least 60°, with 30° to both the right and left of fixation?

☐ I recommend that this driver complete a driving skills test in an appropriate vehicle.

☐ YES ☐ NO Does the patient have diabetes mellitus, cardiac disease, hypertension, or any other systemic disease that may affect driving?

Indicate the etiology of the visual impairment:

How stable is the visual condition? \_\_\_\_\_

Recommended interval for examination: ☐ Standard for Profile Level ☐ Other: Specify Interval

Date of Examination	Printed Name of Health Care Professional	Signature and Degree	State License Number
Street Address	City	State	Zip Code
		Telephone	Fax Number

**DLD Screening.**

Date of Examination	Signature	Employee Number	Field Station
---------------------	-----------	-----------------	---------------

Fax Number  
(801) 288-5342  
PLEASE USE BLACK INK

## **FUNCTIONAL ABILITY EVALUATION MEDICAL REPORT**

**TOP PORTION MUST BE COMPLETED BY APPLICANT**

UTAH DRIVERS LICENSE DIVISION  
PO BOX 30560  
SLC UT 84130-0560  
(801) 965-4437 www.driverlicense.utah.gov

**Last Name      First Name      Middle or Maiden Name      Date of Birth      Driver License Number**

**Street Address      City      State      Zip Code      Social Security Number/ITIN**

☐ Address above is different from the address showing on my Driver's License.

As part of my application for driving privileges, the following information about my physical, mental, and emotional health is submitted. Report below anything which might affect driving, such as seizures, heart attacks, use of alcohol or other drugs, psychiatric conditions, accidents, visual loss, etc. Give date(s) of last occurrence(s) and any medications being used: \_\_\_\_\_

I authorize any health care professional to release information pertaining to my physical, mental, and emotional health for private confidential use in my evaluation for driving privileges. I expect the health care professional to advise me about my health as it relates to driving and to report accurately regarding my condition, but I understand the Department of Public Safety is responsible for all decisions about issuing driver licenses and medical certificates. I further understand it is my responsibility to refrain from driving if I become aware of changes in my health which may affect driving safety and report relevant changes in writing to the Driver License Division.

Date \_\_\_\_\_ Signature of Applicant (Required) \_\_\_\_\_

Commercial Intrastate drivers (Class A, B, C Licenses) must be profiled in ALL categories by the examining health care professional.

### **HEALTH CARE PROFESSIONAL REPORT BELOW**

The following functional ability profile is for use in determining driving privileges. It is consistent with Functional Ability in Driving: Guidelines and Standards for Health Care Professionals. Details are found in the 2000 edition of the Guidelines and Standards. Please mark profile below with a horizontal line or an "X" to show appropriate level for each category. In some categories, final level may depend upon driving test. Please check the box below to indicate that a driving test should be taken.

Profile Level	A Diabetes & Metabolic Condition	B Cardio-vascular & High Blood Pressure	C Pulmonary <input type="checkbox"/> Inhaler Only <input type="checkbox"/> Inhaler and Meds	D Neurologic	E Epilepsy or Episodic Conditions	F Learning Memory	G Psychiatric or Emotional Condition	H Alcohol & Other Drugs	J Musculo-skeletal/ Chronic Debility	K Alertness or Sleep Disorders	L Hearing <input type="checkbox"/> Balance <input type="checkbox"/>
1											
2					K MAB C						
3			K	K			K	K	K MAB C	K MAB C	
4	K					K			MAB	D***	
5						Not Used				S*A**D***	K
6		S*A**D***	S*A**D***	S*A**D***	S*A**D***	S*A**D***	S*A**D***	S*A**D***	S*A**D***	S*A**D***	Not Used
7	S*A**D***										Not Used
8											

If it is not possible to complete all categories, please check one of the following:

- ☐ Non-standard review time frame: \_\_\_\_\_
- ☐ Profile categories not marked are not relevant to driving ability in this case (e.g., visual problem only).
- ☐ Profile categories not marked are relevant and should be completed by another health care professional.
- ☐ There are special considerations I would like to discuss with a representative of the Department or the Medical Advisory Board.
- ☐ I have not examined this patient recently or completely enough to have a valid judgment.
- ☐ I recommend that this driver complete a driving skills test in an appropriate vehicle.

#### Recommended Restrictions:

- ☐ Speed\*      ☐ Daylight only\*\*\*
- ☐ Area\*\*      ☐ None
- ☐ Accompanied by licensed driver
- K = for Division use only      P = Private
- MAB = Medical Advisory Board      C = Commercial

**Date      Printed Name of Primary Physician and Degree      Signature      State License Number**

**Street Address      City      State      Zip Code      Telephone      Fax Number**

Doctor's Comments \_\_\_\_\_

**Date      Printed Name of Other Health Care Professional (If Applicable)      Signature      State License Number**

**Street Address      City      State      Zip Code      Telephone      Fax Number**

Doctor's Comments \_\_\_\_\_

(FOR OVERVIEW SEE REVERSE SIDE)

## 11. GRADE LEVEL, PLACEMENT, AND SCHEDULING

Usually, a class of students begins to turn sixteen years of age in the fall of their sophomore year (tenth grade). Students continue to reach legal driving age during this school year, making it the most effective grade level in which the driver education program may be taught.

When students are enrolled in programs earlier than the summer before the sophomore year, problems usually arise. Legally a student may begin behind-the-wheel instruction at age 15 years 6 months. However, the student can neither complete his/her driver education training nor receive a Certificate of Completion and begin the procedure of acquiring a regular operator's license until he/she is 16. Students who have reached 16, or those who will turn 16 prior to completing the course, should be scheduled first in behind-the-wheel work. As additional students reach this age during the year, they can be fitted into the behind-the-wheel schedule.

The organization and offerings of high school driver education in Utah school districts are varied. Differences have arisen over:

- a. District philosophy as to the place of driver education in the curriculum.
- b. What type of program may offer the greatest educational potential.
- c. What type of program can be supported with the funds available.

### The most prevalent types of programs are:

#### a. Semester Course

Driver education is offered as a semester course during the sophomore year. Time for behind-the-wheel instruction is taken out of the driver education class. This is the most desirable instructional program in driver education. It offers adequate time and continuity without interrupting other classes.

#### b. Released or Excused Time from Other Classes for Behind-the-Wheel Instruction

Behind-the-wheel instruction is taught during the regular school day, as are other subjects in the curriculum. Students are released from other classes (usually study hall, physical education, ROTC, etc.) for behind-the-wheel instruction.

#### c. After School, Saturday, and Summer Programs

All instruction is programmed outside of the regular school day. Teachers are paid an hourly rate.

Past experience strongly indicates that driver education instructors should refrain from instructing only one student at a time in the car. **Two or more students must always be in the driver education vehicle.**

## 12. WHAT YOU MUST DO IN CASE OF A COLLISION

The following information is adapted from the *Utah Driver Handbook* (revised 7/04).

If you are involved in a collision of any kind while you are driving, the law says you must do these things:

- a. **Stop Immediately.** You may be penalized severely for not remaining at the scene of an accident in which you are involved.
- b. **Render Aid.** If possible, find someone trained in first aid. Until medical help arrives, you should

avoid moving anyone who appears to be seriously injured unless such action is necessary to avoid further injury.

- c. **Contact the Police.** If the accident results in injuries, death or a least \$1,000 total property damage, you must notify the local police, the sheriff, or Highway Patrol as soon as possible.
- d. **Exchange Information.** The following information must be exchanged between drivers of other persons involved in the accident:
  - Names and addresses
  - Driver license numbers
  - Vehicle registration numbers

If the owner of an unattended vehicle is not available or cannot be found, leave a note providing this information:

- Name and address of the driver of your vehicle
- Vehicle registration number of the vehicle that caused the accident

## QUESTIONS AND ANSWERS

### **Concerning the Utah Financial Responsibility Act**

(Adapted from the *Utah Driver Handbook*, Revised 7/04)

**Q. To what collisions does the Act apply?**

- A. Any motor vehicle collision resulting in injury to or death of any person, or in property damage to any one person in excess of \$1,000.00 per collision.

**Q. To whom does the Act apply?**

- A. Any person involved as a driver and/or owner in such collision.

**Q. What does the Act require of such a person?**

- A. That he/she show that there was in effect, at the time of the collision, a policy of liability insurance with respect to the vehicle he/she was driving, or that he/she exempt himself/herself from the provisions of the Act in one of the ways listed in the answer to the next question.

**Q. How might an uninsured driver exempt himself/herself from the provisions of the Act?**

- A. By mailing or delivering to the Financial Responsibility Division any one of the following:
1. *Evidence of Release from Liability*—That is, written evidence that he/she has been released from any and all liability arising out of the collision, by all parties involved therein (release certification forms may be obtained from the Financial Responsibility Division upon request); or
  2. *Evidence of an Agreement to Pay in Installments*—That is, a signed copy of an agreement under which he/she agrees with the person who suffered bodily injury or property damage in the collision that he/she will pay them an agreed amount for such damage and/or injury, in installments, each month or other agreed-upon period (installment agreement forms may be obtained from the Financial Responsibility Division upon request); or
  3. *Evidence of Final Adjudication of Nonliability*—That is, evidence that he/she has been found not liable in a civil action at law arising out of the collision (accordingly, evidence of a police court's having found him/her not guilty of a traffic violation is not such evidence); or

4. *Evidence of Having Been Paid by the Insurance Carrier of the Other Driver*—That is, evidence that he/she has been paid for the damage to his/her vehicle, and/or for his/her bodily injury, by the insurance carrier of the other driver involved (such evidence may be submitted in the form of a letter written by such insurance carrier and addressed to the Financial Responsibility Division); or
5. *Deposit of Security*—That is, his/her deposit of cash in the amount of the loss which the other person involved in the collision has suffered in property damage or personal injury. (The deposit is paid out to such persons only in the event they recover a judgment against him/her, in an action at law commenced within one year following the date of the collision. The deposit is returned to him/her at the expiration of such year if no such action is commenced against him/her within such period.)

**Q. If an uninsured driver fails to exempt himself/herself, what action is taken against him/her?**

- A. He/she is issued an Order of Suspension (unless the other party or parties involved in the collision fail to file with the Department, within the time permitted under the Act, evidence as to the extent of the property damage or personal injury which they sustained). Such an order gives him/her an additional 10 days within which to establish an exemption, and advises him/her of the amount of security which he/she must deposit if he/she elects to exempt himself/herself by that method. If he/she fails to exempt himself/herself within the 10 days given, the order operates to suspend his/her privilege to drive in the State of Utah (his/her Utah operator's license and any Utah vehicle registration certificate and plates in his/her name, and, if a nonresident, his/her Utah nonresident's driving privilege). NOTE: If a nonresident, his/her privilege to drive in the state of his/her residence will be suspended also, by reciprocity with such state.

**Q. At what time is such an Order of Suspension issued?**

- A. At such time as the Financial Responsibility Division evaluates the loss sustained by the other parties involved, which may be as early as 20 days following the Division's receipt of a report of the collision.

**Q. For how long does such a suspension remain in effect?**

- A. Until such person establishes one of the exemptions listed above (however, his/her driving privilege may be reinstated one year following the date of the collision if no action at law arising out of the collision is commenced against him/her within such period).

**Q. May a limited or restricted license be issued in hardship cases?**

- A. No. The Act contains no provision permitting the issuance, under any circumstances, of a limited or restricted license to a person whose driving privilege has been suspended under the Act.

**Q. How about the determination of whose fault the collision was?**

- A. The Financial Responsibility Division does hold hearings to determine probable liability. See 41-12a-201 of the Utah Financial Responsibility Act.

### **13. THE USE OF RESOURCE PEOPLE, DVDS, VIDEOS, ETC.**

Wise use of resource people, videos, tape recordings, computer programs, etc., is most valuable. However, unwise use—without planned educational purpose—is a waste of time. Seldom should a video, tape, resource person, computer program, or the like be expected to carry the full burden of an educational program. The teacher ceases to fulfill his/her role as the leader and director of the educational activities of his/her classroom when outside aids, whether they be human or technological, are not



tightly woven into a planned educational program which continually moves along to accomplish its designed purpose.

## **14. VEHICLE INSTRUCTION**

The students observing from the rear seat, as well as the practice driver, should receive benefits from time spent in the vehicle. The teacher's role is not merely to provide driving experience for the student behind the wheel, but to make the vehicle a practical classroom on wheels, where all students are learning about the multitude of problems and situations which face a driver and the safe and sane solutions to these problems.

## **15. SUMMER PROGRAMS**

Some students reach age 16 during the summer prior to starting their sophomore year in school. Many students also have an extremely tight schedule during the regular school year. These students may be well served by a summer driver education program, or they may consider the Electronic High School for the classroom portion of the driver education course.

A regular school year program, combined with a carefully planned summer program, appears to be the best way to satisfy the needs of all students.

School officials should be careful, when offering a summer program, to avoid enrolling students who will complete the course at an age earlier than 16. As discussed under the topic "Grade Level, Placement, and Scheduling" on page 34, a student can neither complete his/her driver education training nor receive a Certificate of Completion and begin the procedure to acquire a regular operator's license until he/she is 16. Schools should not enroll students who will complete course requirements prior to this age.

## **16. EXPERIMENTAL PROGRAMS**

The State Board of Education looks with favor upon experimentation in the driver education program. Whenever local school districts wish to experiment with programs which deviate from established standards, care should be taken to secure prior approval of the State Board of Education in order not to jeopardize reimbursement. Research projects involving the use of driving simulators, driving ranges, and television are illustrative of the kind of projects which have been approved.

## **17. UTAH DRIVER HANDBOOK-UTAH TRAFFIC LAWS**

All students should have a copy of the current *Utah Driver Handbook* for study and use in the course as the teacher deems most effective. The handbook should not become the sole text of the course, but it is an essential aide when Utah traffic laws are studied.

Handbooks are available at no cost from the Utah Driver License Division, or they may be downloaded from the Utah Driver License Division website: [www.driverlicense.utah.gov](http://www.driverlicense.utah.gov).

## **18. ADULT DRIVER EDUCATION**

Driver education classes are frequently in demand for adults. Such classes have far-reaching value and also render a needed service to many patrons in the community.

The 1967 Utah Legislature passed a mandatory driver education law, effective July 1, 1967, which requires all persons who apply for an initial driver license in Utah to have successfully completed an approved driver education course before the license can be issued.

There are three avenues of approach whereby the out-of-school population may obtain driver education:

- a. Commercial or private programs, under the jurisdiction of the commissioner of public safety.
- b. Adult driver education programs, handled through the district adult education program, where applicants pay for the instruction.
- c. Adult high school completion programs, where the applicant obtains driver education like any other subject, and the school district receives reimbursement from the State Driver Education Tax Fund.

In order for a high school dropout to be claimed under the driver education reimbursement program, provisions of the law require the following:

- a. A signed statement by the student declaring his/her intent to complete the requirements for a high school diploma.
- b. A signed statement from an authorized school official declaring that the courses for which the student is enrolled qualify for adult high school credit.

If an out-of-school youth desires to obtain driver education through the adult high school program and does not meet these requirements, he/she must pay for the instruction.

There have been some concerns regarding situations wherein regularly enrolled high school students have desired to enroll in adult driver education programs. It should be emphasized that the high school driver education programs have been specifically geared to deal with students of high school age. The need for this is evidenced by the high vehicle collision and death rate involving teenage drivers. For this reason, specific course guidelines have been established for high school programs.

On the other hand, adult driver education is designed to reach the older, more mature individual. With this in mind, and in order to provide a program which would be financially feasible, the adult driver education course requirements have been reduced.

Regular high school students should not enter the adult driver education program unless the school district involved provides an adult program comparable to that program being offered to regularly enrolled high school students. State Board of Education standards specifically require a minimum of 30 clock hours of classroom instruction. Most adult programs provide only 18 hours of instruction.

Following are the requirements regulating adult driver education programs:

- a. Classroom instruction shall include a minimum of eighteen (18) clock hours. Behind-the-wheel instruction shall include a minimum of six (6) clock hours of actual practice driving. Observation shall include an additional six (6) clock hours.
- b. All instruction is to be given by a qualified driver education instructor. Teachers must meet the same standards as those required for regular high school instructors.
- c. All school-sponsored or school-coordinated driver education classes for adults should be administered through the adult education division of the local school district.

- d. School officials should discuss proposed driver education plans with automobile dealers whose loaned, leased, or rented automobiles may be included in the adult program. **The dealer's permission and consent** to such a program should precede the class.
- e. All vehicles used in the adult program should meet state minimum standards. It is recommended that school officials make certain that adequate insurance coverage applies and is in force for the adult driver education program.
- f. In working out a budget plan for adult driver education, school officials should consider (a) vehicle costs, such as upkeep, gas, oil, etc.; (b) the teacher's salary; and (c) administration and publicity. Local school districts are urged to provide this service as efficiently and economically as possible. Fees levied for those who take the course should not exceed the cost of the program.
- g. Only those persons who are enrolled in adult high school completion programs and have declared their intention to complete requirements for a high school diploma may be submitted by the school district for reimbursement from state driver education funds. Such students should be included in the regular annual Driver Education Reimbursement Report of the district.
- h. Application for practice permits for the adult driver education program should be submitted on forms provided by the Utah State Office of Education (see below). These forms are available upon request.
- i. School districts offering adult driver education need not purchase a commercial license. Regular district teachers employed in the adult school program also need not purchase a commercial license.
- j. Adult driver education instruction permits are valid only for use in an approved high school adult program and when the student is receiving instruction from a certificated instructor in a dual-controlled car. All instruction permits shall remain in the possession of the instructor and shall be available in the vehicle in which the student is receiving behind-the-wheel instruction.

#### VERIFICATION OF ENROLLMENT IN AN ADULT DRIVER EDUCATION PROGRAM

Name of school:	Instructor:
Student's name:	Date:
Date issued:	Expected completion date of training:
<p>This verification form is to be filled out for those students who want to apply for a practice permit from the Utah Driver License Division. The student is required to furnish documents to the Driver License Division to verify his/her identity, date of birth, and social security number. A parent, legal guardian, or adult spouse must accompany the student if under the age of 18.</p> <p>As the driver instructor, I certify that the above named student is enrolled in my adult driver education program and that all information being furnished by this school for a practice permit is true and correct.</p>	
<p>Instructor's signature:</p>	